

# **Carrabassett Valley Selectmen's Meeting**

## **4:30 p.m. Monday May 26th, 2020 at the Town Office**

### **Agenda:**

Review and sign 2020 Payroll Warrants:

Review and sign 2020 Town Expenditure Warrants:

**Notice:** Please note that under the recent Governor's Declaration of Emergency, meetings of over ten people are prohibited. It is our intent to limit the people physically at the meeting to the Board of Selectmen, Town Manager, Secretary to the Selectmen and local press (not to exceed ten people in total).

However, the State Legislature recently passed emergency legislation to allow public proceedings through remote access during the "State of Emergency" under some guidelines.

**We have set up a remote access process as follows:**

- Participants call into this number: 1-425-436-6390
- Enter code following prompts: 668536 (it will then tell you to press the # symbol)
- Once the moderator joins call all those on the line will join as well—Please announce yourself

Meeting will start at 4:30 p.m.

**1, MINUTES** from previous meeting (May 4th, 2020) are attached.

**2. LIBRARY "LOG FAÇADE":** We have some issues with the log façade in front of the library building. The main horizontal log beam has suffered water damage causing the log to slowly rot. There is no roof overhang there and water does not all ways run off the log (we may want to look at building a roof overhang to help prevent this problem in the future).

The repair that will be needed will cost up to approximately \$5,000. Both Chris Parks and the Town Manager have recently looked at the problem with a local builder (Ed Pease). Ed has provided us with a detailed plan (attached) to strengthen the log by inserting several applications of "Total Boat epoxy" into the log and then apply coats of epoxy and Spar varnish on top of this main log. This is a similar restoration as is done to ship masts. We may have enough money in the Community Center budget for this project (we anticipated some funding for this project). There is also \$10,000 in the Library building capital maintenance reserve if needed also. We have attached copies of a couple of pictures on the log and façade.

**3. OPENING OF TOWN FACILITIES:** We have worked with Town department heads in developing protocols for opening most Town facilities on June 1<sup>st</sup> and some beyond that date. The big issue seems to be whether or not to provide the Outdoor Adventure Camp. The

attached are protocol bullet points and much more detailed policies have been developed for each Town department which we can share if requested. The following is a very brief summary:

Town Office, Library (limited), Town Park, Tennis Court: Open June 1<sup>st</sup>.

AGC: We cannot open the AGC until the State allows gyms to open (they previously allowed Gyms to open however, they recently backtracked due to concerns. We do not have a date when they can open.

The Transfer Station: is operated by Waste Management and remains open. Currently, their company policy is that "swap shops" are to remain closed.

Outdoor Adventure Camp (summer camp): opening is still to be determined. The State does allow summer camps to open but there are serious concerns regarding opening this program. We are working with our Recreation Director and new Camp Director (Anne Flight). Attached is a brief summary (from Anne) of what camp might look like if is agreed to provide the Outdoor Adventure Camp this summer (please read).

4<sup>th</sup> of July fireworks will need to be cancelled (Rangeley has cancelled their fireworks also).

Pool: Due to State Guidelines and the ability to train and certify our lifeguard staff the tentative pool opening date will be July 6<sup>th</sup> (tentative only at this point).

Mountain Bike Trails are open (except some for "mud season" issues). A message, involving Town, CRNEMBA, Sugarloaf and MH&T representatives has been posted on social media outlets regarding COVID-19 and trail usage.

Our Recreation Director continues to consult with her peers, the latest State guidelines and with the Town's Recreation Committee. A recommendation on summer camp is expected soon. Deb is looking into possibly expanding the youth mountain bike programs if they can be held safely.

#### **4. PROPOSED SCHOOL BUDGET TOWN MEETING: 4:30 P.M. JUNE 23<sup>RD</sup> AT THE TOWN**

**OFFICE/FIRE STATION:** Please see attached Warrant. Due to COVID-19 State Directives, we can hold a public gathering in June with less than 50 people but social distancing must be maintained. Whereas, less than fifteen people normally show up for our annual School Budget Town meeting (we tuition our students so there is usually very little controversy regarding the school budget) we should be fine by holding the meeting in the Fire Station and maintaining social distancing. We need to pass a school budget before we can commit property taxes which we normally do the first week in July. The School Committee has agreed to a June 23<sup>rd</sup> Town Meeting date.

**5. UPDATE ON NEW FIRE STATION PROJECT:** We will provide a brief update, including financial, of the project to date. The tentative schedule is for foundation work to start in the week of May 25 and to be ready for building framing by mid-June. The target substantial completion date is Oct. 9<sup>th</sup>.

**6. SIGNAGE/FENCING ON THE "JONES LOT" TRAIL (through the property).** As per the provisions of the Conservation Easement on the so-called Town-owned "Jones Lot" no motorized activity is allowed (except e-bikes). We have been asked if we should erect a fence on the southern end of the property alerting users of this. An alternative would be to start by placing signs (non-motorized use only) on each end of the right of way similar to what we have on the Narrow-Gauge Pathway.

**7. CARES ACT GRANT APPLICATION FOR THE AIRPORT:** All public airports are being offered 'CARES Act Grants' as part of approved Federal Stimulus funding. In our case (Sugarloaf Regional Airport), we are being offered \$20,000. This is a reimbursement-based grant for all eligible operating costs. We have attached the cover letter and the first two pages of the grant offer (if you wish to see the entire 19-page grant offer please let us know). If the Board approves, the Board should vote to accept the grant and to authorize the Town Manager to sign it (we need to give the minutes of this approval and meeting to Town Attorney, Don Fowler, to sign off on this grant).

In addition to \$20,000 in operating costs, the Town will also not have to come up with the 5% share of the Airport Improvement Grant (below).

**8. AIRPORT IMPROVEMENT GRANT FOR THE DESIGN, PERMITTING AND BIDDING FOR A NEW TAXI LANE PROJECT:** We are getting close to being offered an official F.A.A. grant for this project that was approved by the Town at the March Town meeting. We will need to schedule a Selectmen's meeting to approve the grant when we receive it. This is an approximate \$165,000 project. We fully expect to receive this grant offer. Our Airport Engineers will be completing soils boring on or about May 29<sup>th</sup> in the location of the airport property where the Taxi Lane will be constructed (if approved, either in 2021 or 2022). We have attached a map of the project.

**9. WORK PLAN:** Please find attached a draft of the 2020 Town Work Plan. We generally review this with the Selectmen in April and December of every year. Please review. Your input is very important. Not all of this will be accomplished in 2020 but it gives us a "road map" as to what important (and some less important) projects and operational issues will be addressed in 2020.

**10. INFORMATIONAL:**

- Hazardous Waste Program (Day): July 11<sup>th</sup> in Kingfield Transfer Station 9:00 a.m. to Noon.
- Carriage Road Graded and is now open.
- George Joseph has agreed to stay on as the School Supt. until July of next year.

**TOWN OF CARRABASSETT VALLEY**  
**MINUTES OF SELECTMEN'S MEETING**  
**May 4, 2020**

**Board Members Present:**    **Bob Luce**                      **Lloyd Cuttler**  
   **Karen Campbell**            **Jay Reynolds**  
   **John Beaupre**

**Others Present:**                      **Dave Cota**                      **Courtney Knapp**

**Present Via Phone:**              **Annie Twitchell**

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Bob Luce opened the meeting at 4:35 p.m. and welcomed those in attendance. Bob asked phone-in callers to identify themselves for the record.

Expense warrants #15, #17 and #18 in the amounts of \$11,239.26, \$63,336.37 and \$10,546.65 respectively were reviewed and signed by Selectmen.

Payroll warrant #16 and #18 in the amounts of \$28,245.13 and \$24,225.20 respectively were reviewed and signed by Selectmen.

The minutes from the March 23, 2020 meeting were reviewed. Lloyd Cuttler made a motion to approve the minutes as written. Jay Reynolds seconded the motion. Motion approved unanimously via roll call.

Lloyd Cuttler made a motion to nominate Bob Luce as Chairman and John Beaupre as Vice Chair. Karen Campbell seconded the motion. Via roll call, the motion was approved unanimously.

Dave Cota discussed a contract amendment for H.E. Callahan for Exhibit A (Guaranteed Maximum Price - GMP). Because there are so many subcontractors involved, this was the last remaining piece. The good news is that the GMP is \$1,350,000, which is lower than originally anticipated. The only contingency would be for ledge. The Selectmen will need to approve this GMP to go along with the rest of the contract. Courtney Knapp added that Jordan Lumber and Jordan Excavation are subcontractors for this project, as they have been prequalified by H.E. Callahan for this project. Dave Cota said he's very pleased with the way things are looking right now. John Beaupre made a motion to accept the GMP Amendment as presented. Jay Reynolds seconded the motion. Motion approved unanimously via roll call.

Dave Cota reported that the bond financing for the Fire Station construction and the Ted Jones Property purchase are nearing completion. The bond for the Fire Station is \$1,310,000 for 25 years at 2.899% and the bond for the Ted Jones Property is 2.096% for 15 years.

Dave Cota would like to have a boundary survey completed for the new 250-acre Town-owned Ted Jones property. Dave is getting some quotes for this work, and the range so far is \$5,500 to \$7,000. This will get boundary markers in the ground, which will allow for all the future planning on this parcel. With regard to easements from the Penobscot Indian Nation, Dave noted that they have not been meeting recently, but he will continue working in that direction.

He will also attempt to reach them with regard to the Carriage Road use. He would like to know, also, for the sake of getting annual work done to the road.

Dave Cota discussed the Committee for the Comprehensive Plan Update. There have been several people come forward to volunteer to serve (Daryl Sleight, Brian Demshar, Steve Arner, Scott Stoutameyer, Deirdre Frey, Deb Bowker, Courtney Knapp, Peggy Willihan, Pat Mitchell, William Parker, Richard Keenan). Dave also suggested having some representation from Sugarloaf on this committee, and he has left a message for Karl Strand. Dave believes work for this project will likely wait until the worst of the pandemic is over, but he can start communications. There's quite a lot of work to get done, in advance of drafting the new document. The piece that's lacking is the most current census, so that's an important piece of demographic information. A consultant will also need to be hired for this project. John Beaupre made a motion to accept the slate of volunteers, as well as a representative from Sugarloaf. Lloyd Cuttler seconded the motion. By roll call, the motion was approved unanimously.

Dave Cota discussed the 2020 Donations for social service and other entities and for events. Additionally, the Town approved a \$5,000 donation to Maine Huts & Trails, as well as \$8,600 to Greater Franklin Development Corp. Dave provided a list of donations for the Selectmen to consider. There's some question as to what the County will do through their budget process for some agencies. The list includes similar entities as were requesting funds last year, though the Kingfield Pops has cancelled for 2020, as has the Sugarloaf Marathon. The Carrabassett Valley Summer Fest is still in the air. Karen Campbell said that there may be restrictions on gatherings of 50 or more at that time, so it's difficult to determine, since things are changing and still unclear. They will make a decision in a few weeks. Lloyd Cuttler added that the Oshkosh Fly-in (Wisconsin) has cancelled, and that decision may have an impact on whether or not there will be a Young Eagles event in Carrabassett. The Sugarloaf Community Fund has raised over \$60,000, and they have not distributed all that money to date. Based on the ever-changing situation, Dave Cota noted that the Selectmen can revisit these requests in the future, if someone updates their request. The requests that are in place would be paid out now. Jay Reynolds made a motion to approve those in place now, adding the \$500 for the Carrabassett Summer Festival. John Beaupre seconded the motion. By roll call, the motion was approved.

Dave Cota reported on the proposed new Taxi Lane Project for the Airport, which will allow for future hangar development. The project was approved by the Town, and the grant application should be ready to submit soon. With the CARES Act that was approved by the Federal Government, there will not be a co-pay of 5% for this project from the Town, upon presentation of reimbursable invoices. Dave recommends putting any of these reimbursements into reserve for future use. When the FAA gives a grant offer, the Selectmen will need to approve it.

Dave Cota discussed the 2020 Mountain Bike Trail Development and Maintenance program. He provided some updated information for the Selectmen's review. The Carrabassett Valley Trails Committee has not met recently due to COVID-19 but communications have been happening. The Stoney Brook/Crocker Mountain project will get underway, which is a 5-6-year project. Signage work will continue. If possible, there may be a chance to rehab the trail near Snowbrook, which would be a shared cost with Sugarloaf. The trail crew will also work on some planning for the Ted Jones Property (after the surveying is done). Sugarloaf is spending \$45,000 to replace a trail bridge this year, which is located near Snowbrook. Dave discussed the various sources of financing for these trail sections and projects.

Dave Cota reported on what he has learned about Route 27 pavement improvements for 2020, 2021 and 2022. The work consists of not more than shimming in 2020 but other improvements will take place in 2021 and 2022, due to limited resources. Dave said the poor conditions are not the fault of the MDOT; rather the funding has not been coming from the State Legislature.

With regard to the Annual Meeting for the School Budget, there will be a challenge to holding a meeting due to the pandemic. The tax bills, however, cannot be sent until the final number is known for the school budget. When the restrictions allow for up to 50 people for a gathering, the Town may be able to schedule the meeting to approve the school budget. Where there's seldom 50 people for this meeting, it will likely move ahead in the usual fashion. The taxes are committed at the end of June.

The annual road-side clean-up day will be held from May 11 through 16. Al Sleight is organizing it. There will not, however, be a barbeque this year afterwards.

Dave Cota is working with Town department heads to develop a re-opening plan for each respective department. Dave plans to open the Town Office on June 1 with some new protocols to keep everyone safe. Summer Camp is going to be a challenge to plan for and staff. Normally, Life Guard training is going on this month, so it's unknown if that training is going to happen. This planning is an on-going process, but the final adopted protocols will be advertised. Dave said other business is going along, including registrations, etc., and Wendy has been doing a great job.

Meeting adjourned.

Respectfully submitted,

Lynn M. Schnorr  
Secretary to Board of Selectmen

April 28, 2020

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Edward C. Pease Jr  
P O Box 99  
Kingfield, ME 04947  
(H) 207-235-6072  
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[epeacejr@yahoo.com](mailto:epeacejr@yahoo.com)



Attention: Chris Parks  
Town of Carrabassett Valley  
1001 Carriage Rd  
Carrabassett Valley, ME 04947  
(O) 207-235-2646  
(F) 207-235-2825  
[cvceo@roadrunner.com](mailto:cvceo@roadrunner.com)

#### CV Library Log Restoration

The logs are showing weather saturation due to being unprotected. The logs need to be stripped to the bare wood to allow penetrating epoxy to soak into the wood. Epoxy is applied until it no longer saturates into the wood. The penetrating epoxy can be mixed with acetone to thin out the mixture to increase its penetration into the wood. The bolt holes can be treated by removing the bolts and with a syringe inject epoxy into the holes. The epoxy will seal from the inside out. You apply epoxy until it no longer absorbs into the wood. My estimate is 3 to 4 applications of epoxy.

With epoxy you apply your coats before they fully cure. This creates a chemical bond. If the epoxy cures it needs to be lightly sanded. The fibers from sanding create a mechanical bond. The epoxy is temperature sensitive. Cold temp formula works from 40 degrees to 65 degrees Fahrenheit. Warm temperature formula works from 65 degrees to 90 degrees Fahrenheit.

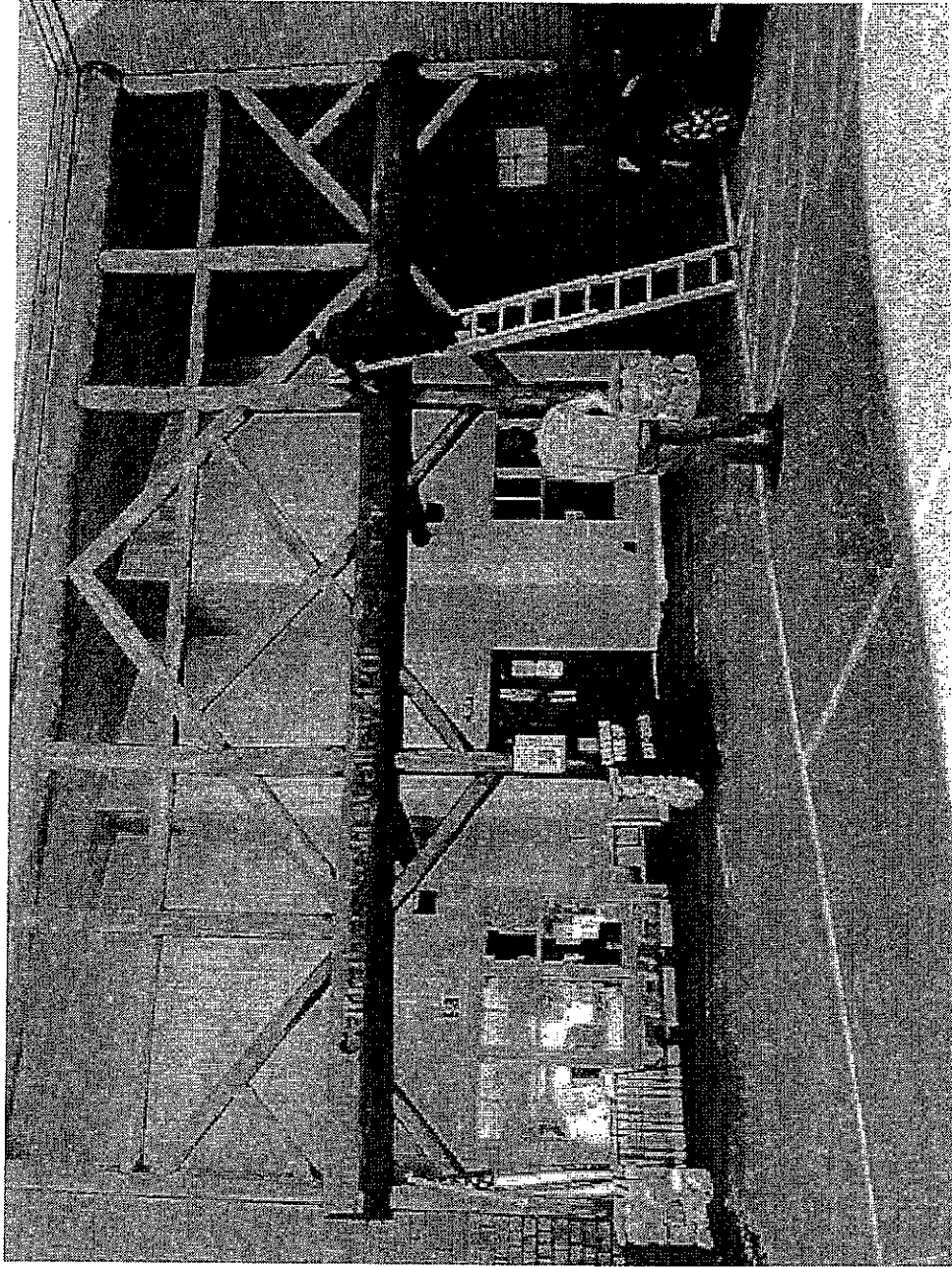
Epoxy will break down in sunlight. After the final coat of epoxy is cured it needs to be lightly sanded. Then 2 coats of Spar varnish are applied. This is the technique used for ship mast restoration. The working time for epoxy is 20 minutes. Small batches are mixed to reduce waste.

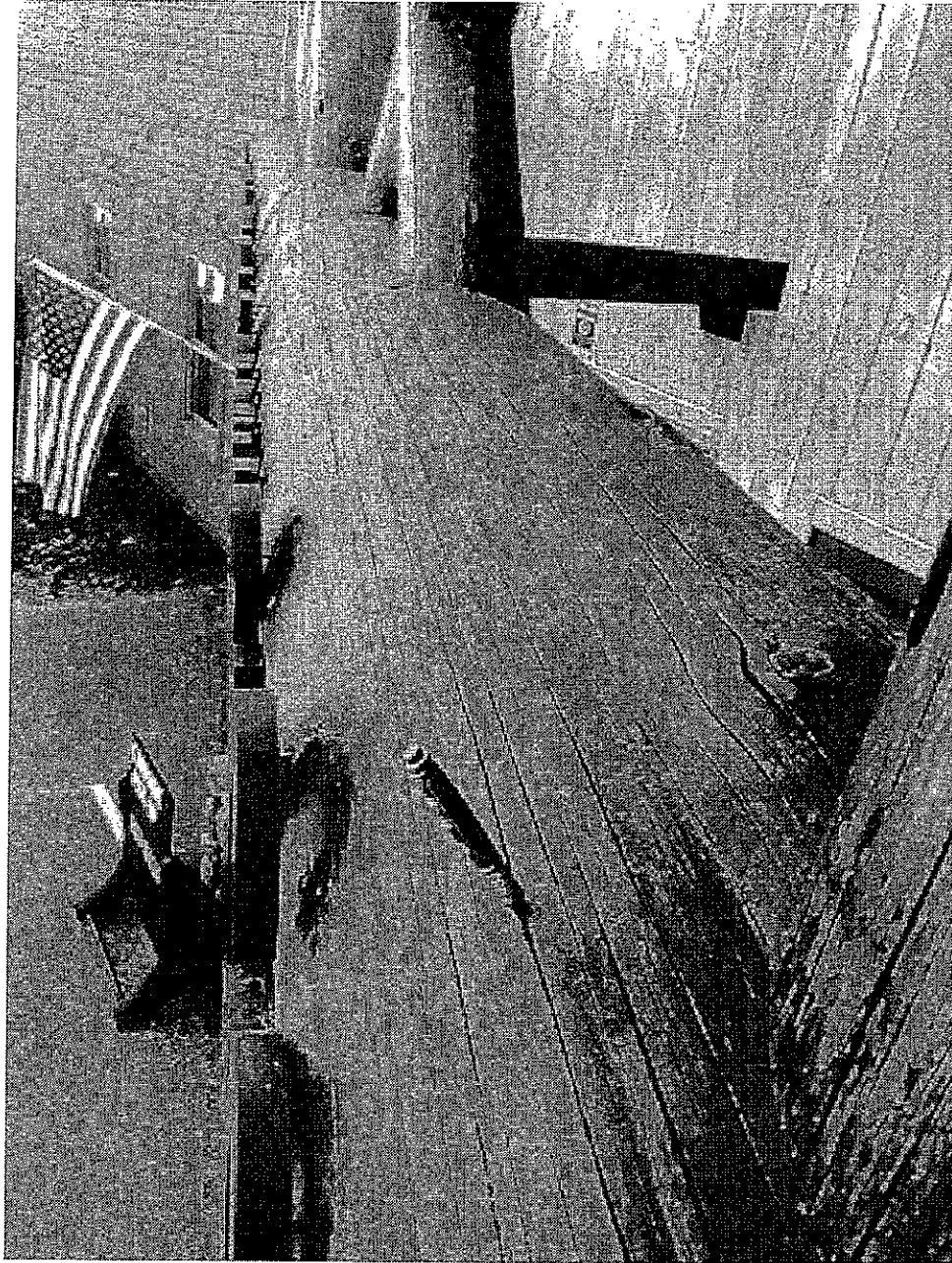
The epoxy I use is Total Boat epoxy. The cost is \$180 for 1.5 gallons. The log work is large in volume. I could see it taking up to 5 gallons to accomplish a restoration. I would focus on the

structural beams mainly the 3 horizontal beams and the vertical posts. The checks and bolts holes can be sealed with epoxy putty. The material cost will approach \$1200. I can perform the labor for \$45 per hour plus materials. The total cost will not exceed \$5,000.

Respectfully, Ed Pease Jr.







# TOWN OFFICE OPENING PROTOCOLS

- Encouraging people to do business via the drop box/mail/Rapid Renewal
  - If entering the Town Office is necessary. Hand Sanitizer must be used. There is a station outside the building. Masks must be worn. Disposable gloves will be available for customers.
  - If a person chooses not to wear a mask, no matter what the reason, they will not be allowed to enter. Staff will meet them outside.
  - Masks will be worn by employees.
  - Persons entering the building will be allowed 1 at a time. There isn't room in the lobby for more.
  - Doors to the inner office will be closed. Staff will meet with customers in the Conference room. Dave has ample room upstairs, this is up to him to manage. All areas of meetings will be wiped down by the employee after the meeting.
  - Bathroom use will be limited to persons entering the building for Town Business only. The public or park users must use area comfort stations. (this may change as the park opens)
- 
- Communication is key for all Town Departments.

## **Tennis Courts- COVID 19 Statements about the Illness posted on entry gate**

### **Pre-Play- Patrons**

- Utilize Hand sanitizer station present at gate
- Players asked to clean and wipe down their own equipment & to not share equipment
- Bring your own full water bottle- no sharing. Use new balls, glove/new grip
- Avoid touching court gates, fences, benches, etc. if you can

### **Play- Patrons -Single play only**

- Try to stay at least six feet apart Do not make physical contact with others (such as shaking hands or a high five)
- Avoid touching your face after handling a ball, racquet or other equipment
- Wash your hands promptly if you have touched your eyes, nose or mouth
- Avoid sharing food, drinks or towels
- Use your racquet/foot to pick up balls and hit them to your opponent Avoid using your hands to pick up the balls
- Stay on your side of court. Avoid changing ends of the court
- Remain apart from other players when taking a break
- If a ball from another court comes to you, send it back with a kick or with your racquet

## **Playground-COVID 19 Statements about the Illness posted at site**

- Utilize hand sanitizer stations in park
- Parents, please supervise your children and teach social distancing to your child/children
- Avoid large groups, 1 on 1 use of equipment other than the swings and teeter totter
- Keep the 6 foot distance
- Note-Ultraviolet light kills bacteria on playground equipment surfaces

## **Riverside Park- COVID 19 Statement about the Illness posted –No group usage at this time**

- Utilize hand sanitizer stations
- Patrons asked to not re-arrange the table format as they are arranged for social distancing and patron safety
- Wipe down the surface are utilized after use
- Note for maintenance-Backpack sprayers will be utilized for de-contamination
- Town staff will spray and sweep concrete surface more frequently
- Trash cans will be limited, Carry in Carry out strongly suggested
- Patrons provide their own water
- Personal water bottle usage will be encouraged until drinking fountains are available
- Basketball, play equipment, soccer balls will not be available, patrons supply their own

- **Samantha Wright Memorial Pool -**

<ul style="list-style-type: none"> <li>• 17 Total <b>users</b> at one time on site inclusive of the pool staff, pool &amp; deck area</li> </ul>
Hourly limitations based upon each month
<ul style="list-style-type: none"> <li>• Utilize hand wash stations &amp; Outdoor shower before entering pool area, temperature check required at this time, mask required at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Patrons will be asked to place their daily fees or membership funds in the designated container</li> </ul>
<ul style="list-style-type: none"> <li>• Chairs and tables will be laid out in a 8.5' increments</li> </ul>
<ul style="list-style-type: none"> <li>• Bathhouse limits will be posted and stalls closed and rotated on cleaning rotations</li> </ul>
<ul style="list-style-type: none"> <li>• Patrons will be asked to keep their distance from the pool staff, guard stations &amp; other patrons</li> </ul>
<ul style="list-style-type: none"> <li>• Pool toys will not be provided for patrons</li> </ul>
<ul style="list-style-type: none"> <li>• Patrons will be asked to limit in terms of personal items brought into the pool area</li> </ul>
<ul style="list-style-type: none"> <li>• Lap lanes- 1 user per lane</li> </ul>
<ul style="list-style-type: none"> <li>• Group swim lessons will be limited in size, waiting on Red Cross recommendations</li> </ul>
<ul style="list-style-type: none"> <li>• 1 on 1 swim lessons will be available</li> </ul>
<ul style="list-style-type: none"> <li>• Staff will monitor bathhouse numbers- 3 at a time men and women's room, 1 at a time in handicapped bathroom unless there is an emergency taking place or a family member is necessary</li> </ul>

### Antigravity Complex

<ul style="list-style-type: none"> <li>• COVID 19 Statement about the Illness Posted exterior triple doors</li> </ul>
<ul style="list-style-type: none"> <li>• Utilize hand wash station before entering the facility, temperature check required at this time, mask required at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Social distancing limitation-lineal footage Roughly 40-42 inclusive of staff</li> </ul>
<ul style="list-style-type: none"> <li>• Limits in terms of patrons= 4 spin room, 8 gym floor, 12-14 fitness mezzanine, 6 skate park/bowl , 6 trampolines / 2 trampolines, kitchen closed at this time, Climbing wall closed at this time, locker room/bathrooms 2 people at a time each bathroom</li> </ul>
<ul style="list-style-type: none"> <li>• Showers and drinking fountains closed at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Pickle ball players will be asked to play singles &amp; basketball players will be asked to play 3 on 3 on each side of the court/ splitting the court in two</li> </ul>
<ul style="list-style-type: none"> <li>• Fitness Mezzanine-A red disc means the equipment not in use, a green cone means go ahead &amp; utilize it</li> </ul>
<ul style="list-style-type: none"> <li>• Skate helmets, rollerblades basketballs, yoga mats will not be supplied to patrons at this time- BYOE</li> </ul>
<ul style="list-style-type: none"> <li>• Patrons / especially day trippers are asked to call ahead in terms of access to the facility</li> </ul>
<ul style="list-style-type: none"> <li>• Reservations in terms of the kitchen, wall &amp; trampolines are not in effect at this time</li> </ul>

## **Reopening Plan - Carrabassett Valley Public Library during COVID-19** (4/29/2020)

**Current Status: Governor Mills' - Stay Safer at Home Order continues through the end of May**

- No physical exchange of materials
- Library Building, book drops and LFL remain closed
- Staff only allowed inside the building
- Virtual programs and online services continue
- 24/7 FREE WIFI as always
- Assistance via email and phone
- Materials returned quarantined for 72 hours before being handled
- Secure protective gear (gloves, face coverings, wipes and hand sanitizer)
- Ensure library plans will meet DECD checklist requirements
- Library must have access to necessary materials to maintain high hygiene standards

**Phase 1 Reopening (June 1): assuming stay at home order is lifted...**

- No public access to inside of the building
- Some version of curbside pick-up
- Face coverings are required for any situation when social distancing is not possible
- Virtual programs only
- Thoughtful use of Little Free Library is possible
- Home delivery possible with protective measures – (dropped at doorsteps)
- Tech help with social distancing possible (window service?)
- No shared materials but printing may be allowed

**Phase 2 Reopening (July):**

- Limit number of people in the library/lobby
- Staff may resume some desk functions, plexi-glass shield at circulation desk
- Separate hours for vulnerable populations
- Normal hold pick-up may resume with safety precautions
- Circulation of some materials, quarantine materials as needed
- Consider hosting programs in Begin Room geared toward critical services (such as AARP tax help)
- Computer use might be possible with social distancing by appointment or reservations

**Phase 3 Reopening (perhaps July if not then August):**

- Entrance to the building not restricted
- Normal Holds Pick-up
- If distancing limits are lifted, normal checkout could occur with face masks and gloves
- 2 Computers open with disinfecting measures, keyboard covers etc
- Restricted use of shared items such as headphones and toys TBD
- ILL options depend on Maine State Library van delivery services

## OAC Tentative Summer 2020 Plan as of May 21, 2020 - Working Document

Following the guidelines and guidance from the Federal and State CDC, the following plan is my recommendation on how to **as safely as possible** open Outdoor Adventure Camp this summer.

***Note: The science tells us that the only way to prevent the spread of COVID-19, is to stay home and stay safe. Any group gathering increases the risk of transmission. We can do our best to prevent the spread of COVID-19, through proper hand washing, screening, physical distancing, not sharing items, limiting numbers... but just the sheer act of bringing people together is a risky situation. The risks vs. rewards need to be weighed out before moving forward.***

If we decide to open, I recommend the following:

- **"Smallest practicable groups"**

- July 1st, we may be in Phase 3 of reopening. In this phase we are to maintain the under 50 group size. Numbers will need to be limited this year and campers will not be able to come for the full 6 weeks of camp. We may be able to do sessions of 2 weeks or 3 weeks depending upon interest.
- *"Keeping campers in consistent groups with limited mixing between groups throughout the camp program will help keep communicable diseases from spreading. This is the reason for smallest practicable group recommendations."* - Maine CDC

- **Outdoor Programing**

- We know that the virus spreads through droplets in the air. The safest place to be is outside and away from others. All programing will have to happen outside. We will need to cancel camp on bad weather days. Days when the % of rain and thunderstorms is above \_\_\_\_%.

- **Physical distancing**

- Even when outside we are encouraged to keep at least a 6 foot distance from others. Spaces will need to be set up so campers are 6' away from other campers; for example only 2 campers eating at a picnic table at the same time.
- If 6' cannot be maintained, a facial covering will need to be worn.
- Young children are not always able to follow these "social expectations". As hard as this is, I recommend NOT having the Yellow team campers (ages 4 & 5) attend camp this year, due to their inability to maintain physical distancing.
- Also any camper of any age who is not able to follow the physical distancing expectations will not be allowed at camp this year.

- **Transportation**

- There is no guaranteed safe way to transport people without risking virus transmission. My recommendation is that parents provide transportation to off site locations; both pick up and drop off. We will plan activities so it is a full day at the site.
- In the past we have had a shuttle bus from Kingfield to and from camp. We will not be able to provide this service this year.

- **High Risk Population**

- Anyone in a high risk population would be encouraged to not come to camp this year.

- **High Risk activities**

- Activities that share supplies or that physical distancing cannot be maintained will not happen. For example: no overnights this year.

- **Keeping it Local**

- Per recommendations from the Federal CDC, I recommend keeping camp limited to local kids this summer, to prevent community transmission. This would include children enrolled in the local school systems: MSAD 58 and Eustis School Department.
- *"Lowest Risk: Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community)." CDC*

Links:

**Federal CDC**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-programs-decision-tool.html>

**Stage 2 Openings: Day Camps and Summer Rec. Maine CDC - checklist**

[https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%202%20Day%20Camps\\_0.pdf](https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%202%20Day%20Camps_0.pdf)

**Stage 3 Opening - Maine Overnight Camps**

[https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%202%20Overnight%20Summer%20Camps\\_0.pdf](https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%202%20Overnight%20Summer%20Camps_0.pdf)

**American Camp Association: Camp Operations Summer Guide 2020**

<https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>



**- Numbers and ratios:**

Percentages of local kids last year at OAC (#'s per week):

Blue Team: 9 kids

Red Team: 9 kids

Green Team: 12 kids

Yellow Team: 11 kids

Staffing for this year:

Blue Team: 10 kids , 1 counselor

Red Team: 10 kids, 1 counselor

Green Team: 10 kids: 1 counselor & 1 jr. counselor

1 Junior Counselor - float

= 3 senior counselors & 2 junior counselors

Administrative/office help: 1

Camp Director : 1

7 full time employees

1 bike specialist

1 part time extra help as needed

**Town of Carrabassett Valley Special Town Meeting  
School Budget Warrant  
June 23rd, 2020, 6:00 p.m. at the Town of Carrabassett  
Valley Town Office/Fire Station**

**TO:** Mark Lopez, Police Chief of the Town of Carrabassett Valley, in the County of Franklin, State of Maine,

**GREETINGS:** In the name of the State of Maine you are hereby required to notify and warn the voters of the Town of Carrabassett Valley qualified by law to vote in Town Affairs to meet at the Town of Carrabassett Valley Town Office/Fire Station at 6:00 p.m. on Tuesday, the 23rd of June, 2020, to act upon the following articles to wit:

**ARTICLE 1.** To elect a Moderator to preside at said meeting.

**ARTICLE 2.** To choose 'Rules of Order' to conduct the meeting.

Board of Selectmen Recommend using the 'Maine Municipal Association  
Moderator's Manual

**CARRABASSETT VALLEY SCHOOL BUDGET  
ARTICLES TO APPROPRIATE MONIES FOR THE FISCAL YEAR FY 21**

**ARTICLES PURSUANT TO 20-A M.R.S.A. SECTION 1485**

**ARTICLE 1.** To see what sum the school administrative unit will be authorized to expend for Regular Instruction.

Recommend \$ 790,880

**ARTICLE 2.** To see what sum the school administrative unit will be authorized to expend for Special Education.

Recommend \$ 150,000

**ARTICLE 3.** To see what sum the school administrative unit will be authorized to expend for Other Instruction.

Recommend \$ 25,000

**ARTICLE 4.** To see what sum the school administrative unit will be authorized to expend for Student and Staff Support.

Recommend \$ 4,340

**ARTICLE 5.** To see what sum the school administrative unit will be authorized to expend for System Administration.

Recommend \$ 29,212

**ARTICLE 6.** To see what sum the school administrative unit will be authorized to expend for Transportation and Buses.

Recommend \$ 76,537

**ARTICLE 7.** To see what sum the school administrative unit will be authorized to expend for Debt Service and Other Commitments.

Recommend \$ 15,070

**ARTICLE 8.** To see what sum the school administrative unit will be authorized to expend for All Other Expenditures.

Recommend \$ 14,250

**ARTICLES PURSUANT TO 20-A M.R.S.A. Section 15690**

*Actions taken pursuant to items 1 – 3 must be taken by a recorded vote.*

1. **School Administrative Unit Contribution to Total Cost of Funding Public Education from Pre-kindergarten to Grade 12 (as required by Maine Revised Statutes, Title 20-A, §15690(1 A-B)):**

**ARTICLE 9.** To see what sum the Town of Carrabassett Valley will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (**Recommend \$ 437,454**) and to see what sum the municipality will raise as the municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

**Recommend \$ 437,454**

*Explanation: The school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.*

**2. Appropriation of Additional Local Funds (as required by Maine Revised Statutes, Title 20-A, §15690 (3 A-B)):**

**ARTICLE 10.** Shall the Town of Carrabassett Valley raise and appropriate \$ 387,527 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$ 387,527, as required to fund the budget recommended by the School committee.

The School Committee recommends \$ 387,527 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$387,527:

*Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the Towns budget for educational programs.*

**3. Total Budget Article (as required by Maine Revised Statutes, Title 20-A, §15690 (4A)):**

**ARTICLE 11.** To see what sum the Town of Carrabassett Valley will authorize the School Committee to expend for the fiscal year beginning July 1, 2020, and ending June 30, 2021, from the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

**Recommend \$ 1,105,289**

**ARTICLE 12.** To see what sum the Town of Carrabassett Valley will authorize the School Committee to expend in the fiscal year beginning July 1, 2020, and ending June 30, 2021, from the reserve already established for the purpose of funding the FY 2021 school budget.

**Recommend \$ 260,000**

**ARTICLE 13.** To see if the Town will ratify and approve the School Committee's expenditure of \$26,000 in fiscal year 2019-2020 due to unanticipated new student tuition costs and the allocation of that sum to the appropriate school expenditure cost centers in addition to the amounts previously approved by the Town for the 2019-2020 school budget.

**Recommend \$ 26,000**

**ARTICLE 14.** To see if the Town will ratify and approve the School Committee's expenditure of additional dollars in fiscal year 2020-2021 due to unanticipated new student tuition costs and the allocation of that sum to the appropriate school expenditure cost centers in addition to the amounts previously approved by the Town for the 2020-2021 school budget.

**Recommend Yes**

Given under our hands this 26th day of May, 2020.

\_\_\_\_\_  
Robert Luce

\_\_\_\_\_  
John Beaupre

\_\_\_\_\_  
Karen Campbell

\_\_\_\_\_  
Lloyd Cuttler

\_\_\_\_\_  
John F. Reynolds, Jr.

Board of Selectmen  
Town of Carrabassett Valley

Attest: A true copy  
Wendy Russell  
Town Clerk

#### CONSTABLE'S RETURN

Pursuant to the within warrant, to me directed, I have notified and warned the Inhabitants of Carrabassett Valley, in the County of Franklin and State of Maine, qualified by law to vote in Town affairs, to assemble at the time and place and for the purpose within named by posting on \_\_\_\_\_ attested copies of the within Warrant at the Carrabassett Valley Town Office, Ayotte's Store, and the Sugarloaf Administration building all being public and conspicuous places in the Town of Carrabassett Valley.

\_\_\_\_\_  
Mark Lopez, Police Chief of the Town of Carrabassett Valley



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
New England Region  
Connecticut, Massachusetts, Maine, New  
Hampshire, Rhode Island, & Vermont

3-23-0013-012-2020  
FAA ANE-600  
1200 District Ave  
Burlington, MA 01803

### CARES Act Grant Transmittal Letter

May 11, 2020

Mr. Dave Cota  
Town Manager  
Town of Carrabassett Valley  
1001 Carriage Road  
Carrabassett Valley, ME 04947

Dear Mr. Cota:

Please find the following electronic CARES Act Grant Offer, Grant No. 3-23-0013-012-2020 for Sugarloaf Regional Airport. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the grant to the individual signing the grant; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the grant, followed by the attorney's certification, **no later than July 1, 2020** in order for the grant to be valid.
- c. You may not make any modification to the text, terms or conditions of the grant offer.
- d. The grant offer must be electronically signed by the sponsor's legal signatory authority and then the grant offer will be routed via email to the sponsor's attorney. Once the attorney has electronically attested to the grant, an email with the executed grant will be sent to all parties.

Subject to the requirements in 2 CFR § 200.305, each payment request for reimbursement under this grant must be made electronically via the Delphi invoicing System. Please see the attached Grant Agreement for more information regarding the use of this System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act states the funds may not be used for any purpose not related to the airport.

With each payment request you are required to upload directly to Delphi:

- An invoice summary, even if you only paid a single invoice, and
- The documentation in support of each invoice covered in the payment request.

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and

- An SF-425, and
- A narrative report.

The narrative report will summarize the expenses covered by the CARES Act funds and state that all expenses were in accordance with the FAA's Policy and Procedures Concerning the Use of Airport Revenues and incurred after January 20, 2020.

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

Once you have drawn down all funds and uploaded the required documents to Delphi, notify Julie Seltsam-Wilps by email that the grant is administratively and financially closed. Julie Seltsam-Wilps is readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

Julie Seltsam-Wilps  
Julie Seltsam-Wilps (May 11, 2020)

Julie Seltsam-Wilps  
Deputy Director, Airports Division  
[ADO has discretion to delegate signature authority to Program Manager]



U.S. Department  
of Transportation  
Federal Aviation  
Administration

## CARES ACT AIRPORT GRANTS AGREEMENT

### Part I - Offer

Federal Award Offer Date May 11, 2020

Airport/Planning Area Sugarloaf Regional Airport

CARES Grant Number 3-23-0013-012-2020

Unique Entity Identifier 144731796

TO: Town of Carrabassett, ME  
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Coronavirus Aid, Relief, and Economic Security Act (CARES Act or "the Act") Airports Grants Application (herein called the "Grant") dated April 29, 2020, for a grant of Federal funds at or associated with the Sugarloaf Regional Airport, which is included as part of this Grant Agreement; and

**WHEREAS**, the Sponsor has accepted the terms of FAA's Grant offer;

**WHEREAS**, in consideration of the promises, representations and assurances provided by the Sponsor, the FAA has approved the Grant Application for the Sugarloaf Regional Airport, (herein called the "Grant") consisting of the following:

This Grant is provided in accordance with the CARES Act, as described below, to provide eligible Sponsors with funding to help offset a decline in revenues arising from diminished airport operations and activities as a result of the COVID-19 Public Health Emergency. CARES Act Airport Grants amounts to specific airports are derived by legislative formula.

The purpose of this Grant is to maintain safe and efficient airport operations. Funds provided under this Grant Agreement must only be used for purposes directly related to the airport. Such purposes can include the reimbursement of an airport's operational and maintenance expenses or debt service payments. CARES Act Airport Grants may be used to reimburse airport operational and maintenance expenses directly related to Sugarloaf Regional Airport incurred no earlier than January 20, 2020. CARES Act Airport Grants also may be used to reimburse a Sponsor's payment of debt service where such payments occur on or after April 14, 2020. Funds provided under the Grant will be governed by the same principles that govern "airport revenue." New airport development projects may not be funded



with this Grant unless and until the Grant Agreement is amended or superseded by a subsequent agreement that addresses and authorizes the use of funds for the airport development project.

**NOW THEREFORE**, in accordance with the applicable provisions of the CARES Act, Public Law 116-136, the representations contained in the Grant Application, and in consideration of, (a) the Sponsor's acceptance of this Offer; and, (b) the benefits to accrue to the United States and the public from the accomplishment of the Grant and in compliance with the conditions as herein provided,

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred as a result of and in accordance with this Grant Agreement.**

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$20,000.
2. **Period of Performance.** The period of performance shall commence on the date the Sponsor formally accepts this agreement. The end date of the period of performance is 4 years (1,460 calendar days) from the date of acceptance.  
  
The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).  
  
The period of performance end date shall not affect, relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
3. **Unallowable Costs.** The Sponsor shall not seek reimbursement for any costs that the FAA has determined to be unallowable under the CARES Act.
4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the Grant Application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages only.
5. **Final Federal Share of Costs.** The United States' share of allowable Grant costs will be 100%.
6. **Completing the Grant without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the Grant without undue delays and in accordance with this Grant Agreement, the CARES Act, and the regulations, policies, standards and procedures of the Secretary of Transportation ("Secretary"). Pursuant to 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from funding eligible expenses under the Grant that exceeds three months and request prior approval from FAA. The report must include a reason for the stoppage. The Sponsor agrees to comply with the attached assurances, which are part of this agreement and any addendum that may be attached hereto at a later date by mutual consent.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.



## REQUEST FOR GEOTECH

SUGARLOAF REGIONAL AIRPORT - B21  
CARRABASSETT VALLEY, MAINE

PROPOSED TAXILANES

**Hoyle Tanner**  
Associates, Inc.

100 Dow Street  
Manchester, NH 03101-1227  
Tel: 603-463-5335  
Fax: 603-463-4465  
Web Page: [www.hoyletanner.com](http://www.hoyletanner.com)

Project Number: 2019-001-01

## 2020 Town Work Plan:

In addition to normal Town Operations the following is a list of on-going and/or potential projects for 2020: With the new realities of COVID-19 some of these projects may or may not be feasible or could be put on hold.

- Manage COVID-19 protocols for all Town facilities: This will be an evolving process.
- Construct new Mountain Fire Station in 2020. This has been and will be a very involved project in 2020.
- Develop F.A.A grant and complete engineering plans, permitting and bidding for new Airport Taxi Lane Project (that will allow hangar (t-hangars and some private) development.
- Complete airport clearing project (early summer): Waiting for final FAA Close-out.
- Continue trail bridge replacement projects on the Public Lot.
- Complete timber harvesting on approximately 65 acres on the public lot (July/August project):  
Unfortunately, due to serious lack of markets and pricing our Forest Consultant is telling us it's not feasible to harvest wood this year.
- Outdoor Center Improvements:
  - Complete new parking lot lighting project
  - Look at need for repairing or replacing outside deck
  - Look at "outbuildings" and other needs at the Outdoor Center.
  - Review bus traffic patterns in parking areas.
- Outdoor Center Road Project: We do not have adequate funding in 2020 to rehab and pave the lower section of this road.
- Outdoor Center Lease: The Outdoor Center five-year lease between the Town and Sugarloaf expires in June of 2021 and, assuming both parties wish to renew, we will need to propose a new or renewed lease and obtain authorization from the Town at next March's annual Town meeting.
- Continue Mt. bike trail development: entirely new area being proposed for significant multi-year project in the Wyman/Stoney Brook/Crocker Mt. area and develop a concept plan for trail development on the new Town-owned 240-acre "Jones Lot".
- Finish mountain bike trail signage project in 2020.
- "Ted Jones Lot": Complete land survey, complete concept plan for mountain bike trails, continue to work with PIN to determine if a long-term easement is possible for access off the Carriage Road.
- Start new Town Comprehensive Plan Process (the beginning of this project could be fairly involved).
- Implement the Town's Marijuana Business Ordinance: Provide Lottery for two retail stores.
- Work with Sugarloaf and Western Maine Transportation to determine the feasibility of developing a Bus Wash Facility at Sugarloaf (for Sugarloaf and Sugarloaf Explorer Transportation Buses) hopefully, utilizing existing program funds.
- Further research concerning options for better Cell Phone Coverage for the "Valley Area".
- Transfer Station Projects: Purchase Backhoe/Tractor
- Complete Information Center Rehab project (also, budget to replace siding on three sides of the building in 2021).

- Work with Greens Committee and Sugarloaf to address capital maintenance needs at the golf course?
- Golf Course 11<sup>th</sup> Tee Bank Stabilization Issue: The problem with the 11<sup>th</sup> tee bank slope appears to be getting worse. We may or may not need to proceed with some detailed engineering and eventually, a potential substantial construction project to preserve this iconic scenic location.
- Review Proposals for Trust Account Management
- Continue to pursue the possibility of purchasing the portion of riverfront land Dead River Company owns adjacent to the Town Park land.
- Preliminary discussions with Sugarloaf regarding building adjacent Par 3 course (if moved along, this would be part of Sugarloaf's development plans). Although with the recent COVID-19 effects this may get delayed.
- Investigate with Sugarloaf the possibility of installing snowmaking around the race loop at the Outdoor Center. This may also get delayed.
- Preliminary look at the feasibility of purchasing the 95-acre "Brochu Lot" that abuts the "Ted Jones Lot": the owners have expressed in interest in selling and have contacted the Town: If interested, we would need to determine if it makes sense in terms of trail development and other purposes.
- Other??? Campground plan for Outdoor Center? Dog Park? Generator for AGC/Library?

#### Minor Projects:

- Provide new electrical line from the Park Bay building to the Town Park Pavilion.
- Also, replace underground propane gas tank near Park Bay building.
- Install new water fountains to the pool building and possibly the pavilion building.
- Install "Dog Under Control" Signs and dog poop dispenser at the Airport Trail Head.
- Look at rehabbing the "Dog Pound" space in the Town Park Bays into usable space for Summer Camp.
- Replace Rinnai propane heater in the Town Manager's Office.
- Inventory "Town Signs" for eventual repair or replacement: (signs okay for now; south entrance sign will need replacement in approx.. 2021; north entrance sign okay but needs new posting in 2020).
- Solar panels for Town Sign to providing lighting for it?